

GREENWOOD COUNTY JOINT PLANNING COMMISSION

ZONING MAP AND TEXT AMENDMENT APPLICATION

Greenwood County

Town of Ninety Six



City of Greenwood

Town of Ware Shoals

Application Submittal Deadline: 5:00 p.m. on

Planning Commission Meeting Date: 5:30 p.m. on

The purpose of this document is to assist you in the process utilized for a zoning amendment application with the Greenwood City/County Planning Department.

Necessary application forms are provided to assist with your submittal.

A \$250 filing fee is required with the application submittal to defray the advertising and material costs for the application.

If you have any questions or comments concerning the zoning process, please contact:

Greenwood City/County Planning Department
(864) 942.8636
Room B-01 – Greenwood County Courthouse
528 Monument Street
Greenwood, South Carolina 29646
www.co.greenwood.sc.us

Purpose and Responsibilities of the Planning Commission

The Joint Planning Commission of Greenwood County is the local body that makes recommendations concerning the physical, social, and economic growth, development and redevelopment of the community. By South Carolina Code, the local planning commission has the responsibility to:

- Periodically prepare and revise plans and programs for development and redevelopment.
- Prepare and recommend for adoption by the appropriate governing body:
 - 1 - Zoning ordinances including maps and amendments.
 - 2 - Regulations for the subdivision or development of land and amendments and to oversee the administration of these regulations.
 - 3 - An official map and amendments showing the exact location of existing or proposed public streets, highways, and utility rights-of-way, and public building sites, together with regulations to control the erection of buildings or other structures or changes in land use.
 - 4 - A landscaping ordinance setting forth required planting, tree preservation, and other aesthetic considerations for land and structures.
 - 5 - A capital improvements program setting forth projects required to implement plans, including an annual listing of priority projects for consideration by the governmental bodies responsible prior to the preparation of the capital budget.
 - 6 - Policies and procedures to facilitate implementation of planning elements.

Types of Amendments

There are two types of amendments that may be made through the zoning process:

- ☐ Map Amendment – This is a request to amend the official zoning map of the Greenwood City/County Zoning Ordinance for an individual parcel or several parcels of land. Petition may be made by the property owner, Planning Department Staff, Planning Commission or County/City/Town Council. An example of this type of request includes rezoning 101 Main Street from R-1 (Residential) to C-2 (General Commercial).
- ☐ Text Amendment – This is a request to amend the official text of the Greenwood City/County Zoning Ordinance as it pertains to a specific section or design standard. Petition may be made by an individual, Planning Department Staff, Planning Commission or County/City/Town Council. An example of this type of request includes amending the side setbacks for R-1 (Residential) zoning districts from 20 feet to 25 feet.

The Commission

The Planning Commission is made up of 15 members who are appointed by the various local governments: 7 appointments from Greenwood County, 5 appointments from the City of Greenwood, and 1 appointment each from the Towns of Ninety Six, Troy, and Ware Shoals. These appointments are based on the population distribution throughout the County and are reevaluated after each decennial census. Each member serves in an unpaid capacity for a term of 3 years.

The Planning Commission holds regular meetings on the fourth Tuesday of every month at 5:30 p.m. in Council Chambers of the Greenwood County Courthouse in accordance with a schedule that is approved

The Zoning Process

The Planning Commission meetings include public hearings on various items on the agenda. These items typically require public notification in a local newspaper, posting of signs on the subject property, and written notification to adjacent property owners. Any person that is unable to attend the meeting may submit their comments in writing to the Commission for consideration.

At the beginning of the meeting, the chairperson of the Commission will read the rules of procedure for the meeting. The application is introduced by the chairperson and the chair will then ask the Planning Department staff member to describe the location of the property and explain the request. The chairperson will then open the public hearing in which both those in favor and against the request will be able to speak. Once all individuals have been given an opportunity to speak, the chairperson will ask the Planning Department staff to make a recommendation for the Commission's consideration. The staff recommendation is based primarily on whether the request is compatible with the Future Land Use as designated within the City/County Comprehensive Plan. The Comprehensive Plan is a long-range planning document that outlines growth projections over a 20-year period. Please note that the Planning Staff must uphold the standards of the ordinance as it pertains to all property within Greenwood County and therefore may feel that the request does not conform to the land use plan or long-range growth pattern for the communities. The chairperson will also ask the Zoning Committee of the Planning Commission to also make a recommendation; the Zoning Committee is a five-member subcommittee of the Planning Commission that reviews the requests prior to the regular Commission meeting.

Once the recommendations have been heard, the Commission may ask questions to the applicant, staff or speakers concerning information presented in order to make a recommendation. The Commission may approve the request, approve the request in a different form, deny the request or table the issue until additional information is provided.

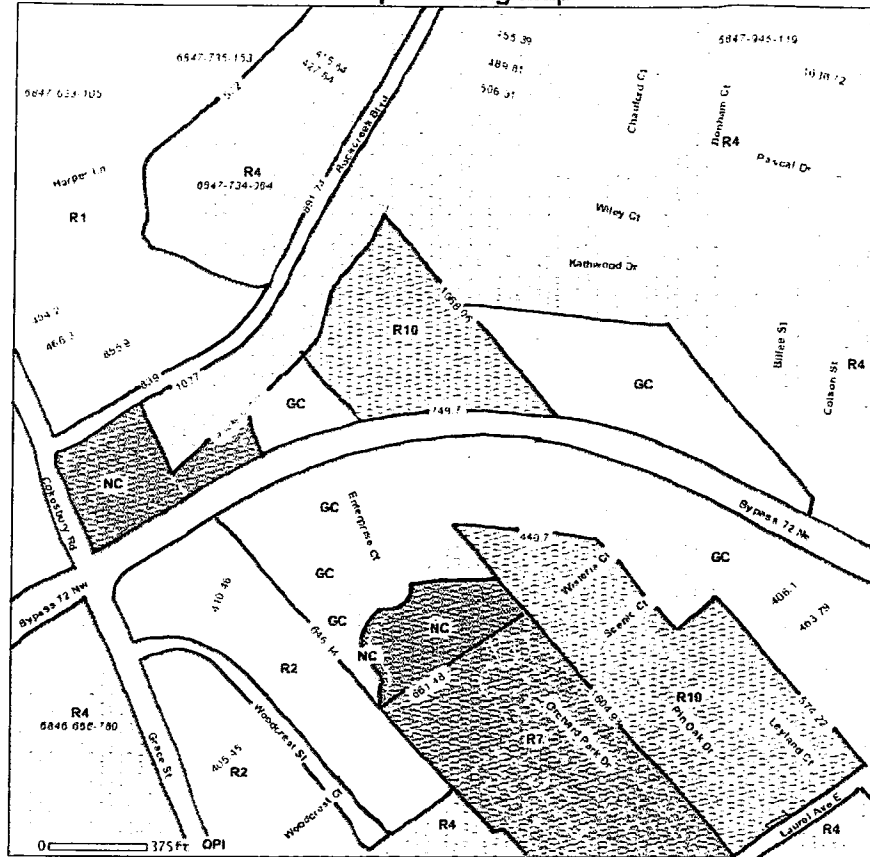
The Planning Commission, as an advisory body, will make a recommendation to the specific local government that the request is geographically located in. The county, city, or town council reviews the requests with the Planning Commission recommendation and, after an additional public hearing, may either approve the item after two or three readings (dependant upon the jurisdiction), amend the item, deny the request, or table the item for further information or study.

Submittal Checklist

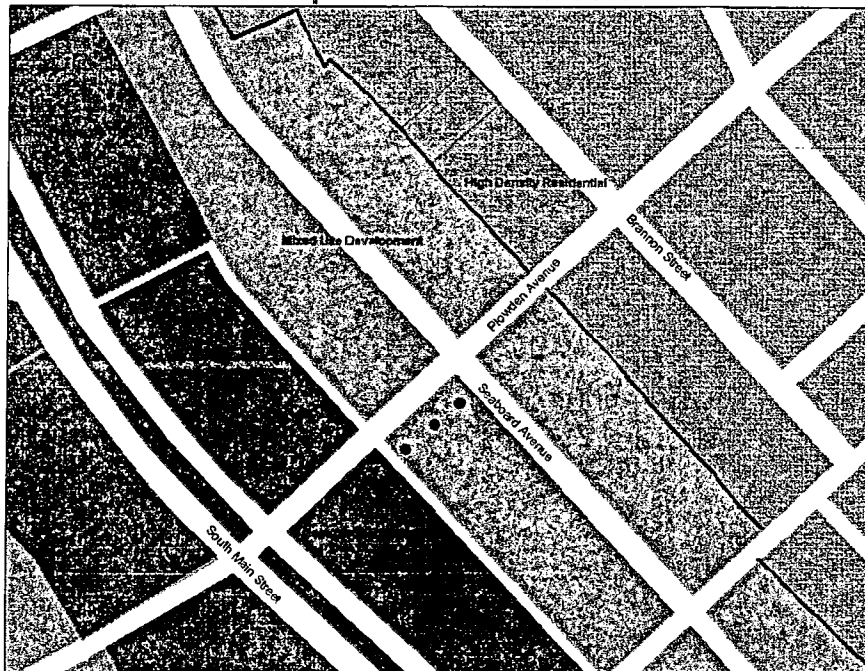
All applicants must have the following information prior to the Commission deadline in order to be placed on the agenda:

- Hearing Request Form (Form 1)
- Zoning Map Amendment Form (Form 2) or Zoning Text Amendment Form (Form 3)
- Tax Map of the subject property (for map amendments only; this information can be found at the Greenwood County GIS website - <http://165.166.39.5/giswebsite/default.htm>)
- \$250 Processing Fee
- Maps, plans, illustrations, studies and other supporting information

Sample Zoning Map



Sample Future Land Use Plan



**HEARING REQUEST FORM
FORM 1
GREENWOOD COUNTY JOINT PLANNING COMMISSION**

TO BE COMPLETED BY STAFF:

Date Filed: _____ Zoning Request Number: _____
Fee Paid: _____ Receipt Number: _____ Planner Signature: _____

Instructions:

A zoning amendment may be initiated by the property owner(s), Planning Department Staff, Planning Commission, or County, City or Town Council.

If the application is on behalf of the property owner(s), all owners must sign. If the applicant is not an owner, the owner(s) must sign the designation of agent.

The Applicant Hereby Requests [indicate one]:

- ☐ A Zoning Map Amendment as stated on attached Form 2.
☐ A Zoning Text Amendment as stated on attached Form 3.

Applicant(s) Name [print]: _____
Address: _____
Telephone: _____ [work] _____ [home] _____ [cell] _____
Fax Number: _____ **Email Address:** _____
Interest: _____ **Owner(s):** _____ **Adjacent Owner(s); Other:** _____

Owner(s) Name [if other than Applicant(s)]: _____
Address: _____
Telephone: _____ [work] _____ [home] _____ [cell] _____

Designation of Agent [complete only if owner is not applicant]:

I (we) hereby appoint the person named as Applicant as my (our) agent to represent me (us) in this application:

Date: _____ Owner Signature(s): _____

I (we) certify that the information in this application and attached documentation is correct.

Date: _____ Applicant Signature(s): _____

**ZONING MAP AMENDMENT FORM
FORM 2
GREENWOOD COUNTY JOINT PLANNING COMMISSION**

Property Information:

Address: _____
 Lot: _____ Block: _____ Subdivision: _____
 GPIN: _____ Plat Book & Page _____
 Lot Area [in square feet or acres]: _____ Lot Dimensions: _____

Current Land Use: _____

Proposed Land Use [please be specific]: _____

Current Zoning Classification: _____

Proposed Zoning Classification: _____

County Zoning Classifications	City Zoning Classifications
Forest Agricultural (FA)	Residential – Low Density (R1)
Agricultural (AG-1)	Residential – Low Density (R2)
Agricultural (AG-2)	Residential – Medium Density (R3)
Agricultural (AG-3)	Manufactured Residential – Low Density (RM3)
Single Family Residential (R-1)	Residential – Medium Density (R4)
Single Family Residential (R-2)	Residential – High Density (R7)
Single Family Residential (R-3)	Manufactured Residential – Medium Density (RM7)
Two Family Residential (R-4)	Residential – High Density (R10)
Multi-Family Residential (R-5)	Residential – High Density (R12)
Multi-Family Residential (R-6)	Residential – High Density (R15)
Mobile Home Residential (R-7)	Neighborhood Commercial (NC)
Rural Development (RDD)	Office Professional (OP)
Institutional (RI-1)	General Commercial (GC)
Office/Professional (OP-1)	Core Commercial (CC)
Neighborhood Commercial (C-1)	Limited Industrial/Warehousing (LIW)
General Commercial (C-2)	Heavy Industrial (HI)
Central Commercial (C-3)	Institutional Professional (IP)
Light Industrial (I-1)	
Heavy Industrial (I-2)	
Historic Resources (H-1)	
Planned Development (PDD)	
Waterfront Development (WD)	

Why should the subject property be rezoned? _____

Have there been any prior zoning applications on this property within the past twenty-four months?

☐ Yes – Application Number: _____ Final Action: _____
☐ No

**ZONING TEXT AMENDMENT FORM
FORM 3
GREENWOOD COUNTY JOINT PLANNING COMMISSION**

Amendment Information:

Applicant hereby petitions to the Planning Commission for an amendment to the following section of the Zoning Ordinance: Section Number _____

Please describe the proposed amendment to the ordinance:

Please describe what concerns this proposed amendment would address:
